Business of the Federal Courts

The business of all the Federal courts described here, except the Court of Appeals for the Armed Forces, the Tax Court, the Court Appeals for Veterans

Claims, and the District of Columbia courts, is discussed in detail in the text and tables of the *Annual Report of the Director of the Administrative Office of the United States Courts* (1940–2000).

ADMINISTRATIVE OFFICE OF THE UNITED STATES COURTS

One Columbus Circle NE., Washington, DC 20544 Phone, 202–502–2600

Director

Deputy Director

Associate Director, Management and

Operations

Audit Officer

Management Coordination and Planning Officer

Program Assessment Officer

Associate Director and General Counsel

Deputy General Counsel

Assistant Director, Office of Judicial Conference Executive Secretariat

Deputy Assistant Director

Assistant Director, Office of Legislative Affairs

Deputy Assistant Director

Assistant Director, Office of Public Affairs

Public Information Officer

Assistant Director, Office of Court Programs

Deputy Assistant Director for Court

Administration

Chief, Appellate Court and Circuit Administration Division

Chief, Bankruptcy Court Administration Division

Chief, Court Administration Policy Staff

Chief, Defender Services Division

Chief, District Court Administration Division

Chief, Federal Corrections and Supervision Division

Assistant Director, Office of Facilities and Security

Deputy Assistant Director

Chief, Court Security Office

Chief, Policy and Resource Management

Chief, Space and Facilities Division

Assistant Director, Office of Finance and Budget

Deputy Assistant Director

Leonidas Ralph Mecham (Vacancy)

CLARENCE A. (PETE) LEE, JR.

DAVID L. GELLMAN CATHY A. McCARTHY

SUSAN S. MURPHY, Acting

WILLIAM R. BURCHILL, JR. ROBERT K. LOESCHE

KAREN K. SIEGEL

WENDY JENNIS

MICHAEL W. BLOMMER

ARTHUR E. WHITE

DAVID A. SELLERS

Karen E. Redmond

NOEL J. AUGUSTYN GLEN K. PALMAN

OLLIN III I / ILINUII I

JOHN P. HEHMAN

GLEN K. PALMAN

ABEL J. MATTOS

THEODORE J. LIDZ

ROBERT LOWNEY

JOHN M. HUGHES

ROSS EISENMAN

WILLIAM J. LEHMAN

DENNIS P. CHAPAS

WILLIAM J. LEHMAN, Acting

RODGERS A. STEWART

GEORGE H. SCHAFER

GREGORY D. CUMMINGS

Chief, Accounting and Financial Systems Division

Chief, Budget Division Financial Liaison Officer

Assistant Director, Office of Human Resources and Statistics

Deputy Assistant Director

Chief, Employee Relations Office Chief, Human Resources Division

Chief, Judiciary Benefits Program Office Chief, Program and Workforce Development

Division

Chief, Statistics Division

Chief, Work Measurement Staff

Assistant Director, Office of Information Technology

Deputy Assistant Director Chief Technology Officer

Chief, Information Technology Applications Development Office

Chief, Information Technology Infrastructure Management Division

Chief, Information Technology Policy Staff Chief, Information Technology Project

Coordination Office Chief, Information Technology Security

Chief, Information Technology Systems Deployment and Support Division

Assistant Director, Office of Internal Services

Deputy Assistant Director

Chief, Administrative Services Division

Chief, Information Management Services Division

Chief, Personnel Division

Chief, Procurement Management Division Assistant Director, Office of Judges Programs

Deputy Assistant Director for Policy Development

Chief, Analytical Services Office

Chief, Article III Judges Division Chief, Bankruptcy Judges Division

Chief, Magistrate Judges Division

Chief, Rules Committee Support Office

PHILIP L. MCKINNEY

Bruce E. Johnson PENNY JACOBS FLEMING ALTON C. RESSLER

R. TOWNSEND ROBINSON TRUDI M. MORRISON CHARLOTTE G. PEDDICORD LEE HORVATH MAURICE E. WHITE

STEVEN R. SCHLESINGER BEVERLY J. BONE MELVIN J. BRYSON

BARBARA C. MACKEN RICHARD D. FENNELL NICHOLAS B. DISABATINO

CRAIG W. JENKINS

TERRY A. CAIN JOYCE A. LAGANA

ROBERT N. SINSHEIMER

HOWARD J. GRANDIER

LAURA C. MINOR NANCY LEE BRADSHAW DOREEN G.B. BYDUME JOHN C. CHANG

CHERI THOMPSON REID ARNOLD GILDENHORN PETER G. MCCABE JEFFREY A. HENNEMUTH

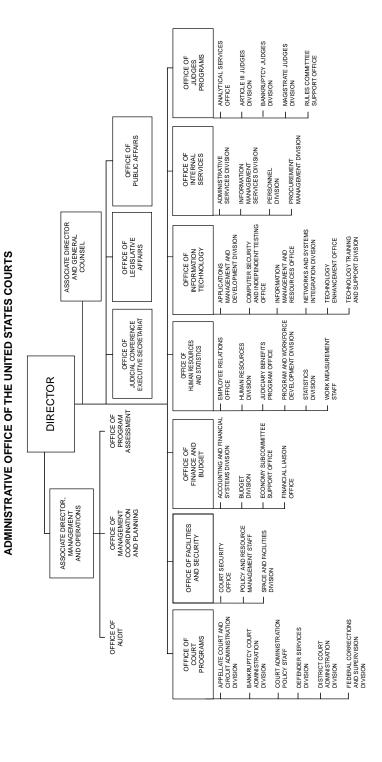
DAVID L. COOK MICHAEL W. DOLAN FRANCIS F. SZCZEBAK THOMAS C. HNATOWSKI JOHN K. RABIEJ

The Administrative Office of the United States Courts is charged with the nonjudicial, administrative business of the United States Courts, including the maintenance of workload statistics and the disbursement of funds appropriated for the maintenance of the U.S. judicial system.

The Administrative Office of the United States Courts was created by act of August 7, 1939 (28 U.S.C. 601). The Office was established November 6, 1939. Its Director and Deputy Director

are appointed by the Chief Justice of the United States after consultation with the Judicial Conference.

Administering the Courts The Director is the administrative officer of the courts



of the United States (except the Supreme Court). Under the guidance of the Judicial Conference of the United States the Director is required, among other things, to:

—supervise all administrative matters relating to the offices of clerks and other clerical and administrative personnel of the courts;

—examine the state of the dockets of the courts, secure information as to the courts' need of assistance, and prepare and transmit quarterly to the chief judges of the circuits statistical data and reports as to the business of the courts;

—submit to the annual meeting of the Judicial Conference of the United States, at least 2 weeks prior thereto, a report of the activities of the Administrative Office and the state of the business of the courts;

—fix the compensation of employees of the courts whose compensation is not otherwise fixed by law;

—regulate and pay annuities to widows and surviving dependent children of judges;

—disburse moneys appropriated for the maintenance and operation of the courts;

—examine accounts of court officers;—regulate travel of judicial personnel;

—provide accommodations and supplies for the courts and their clerical and administrative personnel;

—establish and maintain programs for the certification and utilization of court interpreters and the provision of special interpretation services in the courts; and

—perform such other duties as may be assigned by the Supreme Court or the Judicial Conference of the United States.

The Director is also responsible for the preparation and submission of the budget of the courts, which shall be transmitted by the Office of Management and Budget to Congress without change. **Probation Officers** The Administrative Office exercises general supervision of the accounts and practices of the Federal probation offices, subject to primary control by the respective district courts that they serve. The Office publishes quarterly, in cooperation with the Bureau of Prisons of the Department of Justice, a magazine entitled *Federal*

Probation, which is a journal "of correctional philosophy and practice."

The Director also has responsibility with respect to the establishment of pretrial services in the district courts under the Pretrial Services Act of 1982 (18 U.S.C. 3152). These offices report to their respective courts information concerning pretrial release of persons charged with Federal offenses and supervise such persons who are released to their custody.

Bankruptcy The Bankruptcy Amendments and Federal Judgeship Act of 1984 (28 U.S.C. 151) provided that the bankruptcy judges for each judicial district shall constitute a unit of the district court to be known as the bankruptcy court. Bankruptcy judges are appointed by the courts of appeals in such numbers as authorized by Congress and serve for a term of 14 years as judicial officers of the district courts.

This act placed jurisdiction in the district courts over all cases under title 11, United States Code, and all proceedings arising in or related to cases under that title (28 U.S.C. 1334). The district court may provide for such cases and proceedings to be referred to its bankruptcy judges (as authorized by 28 U.S.C. 157).

The Director of the Administrative Office recommends to the Judicial Conference the official duty stations and places of holding court of bankruptcy judges, surveys the need for additional bankruptcy judgeships to be recommended to Congress, and determines the staff needs of bankruptcy judges and the clerks of the bankruptcy courts.

Federal Magistrate Judges The Director of the Administrative Office exercises general supervision over administrative matters in offices of U.S. magistrate judges, compiles and evaluates statistical data relating to such offices, and submits reports thereon to the Judicial Conference. The Director reports annually to Congress on the business that has come before U.S. magistrate judges and also prepares legal and administrative manuals for the use of the magistrate judges. The act provides for surveys to be conducted by the

in the judicial districts in order to make recommendations as to the number, location, and salaries of magistrate judges, which are determined by the Judicial Conference subject to the availability of appropriated funds. Federal Defenders The Criminal Justice Act (18 U.S.C. 3006A) establishes the procedure for the appointment of counsel in Federal criminal cases for individuals who are unable to afford adequate representation under plans adopted by each district court. The act also permits the establishment of Federal public defender or Federal community defender organizations by the district courts in districts where at least 200 persons annually require the appointment of counsel. Two adjacent districts may be combined to reach this

Administrative Office of the conditions

Each defender organization submits to the Director of the Administrative Office an annual report of its activities along with a proposed budget or, in the case of community defender organizations, a proposed grant for the coming year. The Director is responsible for the submission of the proposed budgets and grants to the Judicial Conference for approval. The Director also makes payments to the defender organizations out of appropriations in accordance with the approved budgets and grants, as well as compensating private counsel appointed to defend criminal cases in the United States courts.

Sources of Information

Information may be obtained from the following offices:

Bankruptcy Judges Division. Phone, 202–502–

Budget Division. Phone, 202-502-2100.

Defender Services Division. Phone, 202–502–1670.

Federal Corrections and Supervision Division. Phone. 202–502–1610.

General Counsel. Phone, 202-502-1100.

Human Resources Division. Phone, 202–502–3100

Judicial Conference Executive Secretariat. Phone, 202–502–2400.

Legislative Affairs Office. Phone, 202–502–1700. Magistrate Judges Division. Phone, 202–502–

Public Affairs Office. Phone, 202–502–2600. Statistics Division. Phone, 202–502–1440.

For further information, contact one of the offices listed above, Administrative Office of the United States Courts, Thurgood Marshall Federal Judiciary Building, One Columbus Circle NE., Washington, DC 20544.

FEDERAL JUDICIAL CENTER

Thurgood Marshall Federal Judiciary Building, One Columbus Circle NE., Washington, DC 20002–8003 Phone, 202–502–4000. Internet, www.fjc.gov.

Director FERN M. SMITH
Deputy Director RUSSELL R. WHEELER
Director of Research JAMES B. EAGLIN
Director of Judicial Education JOHN S. COOKE
Director of Court Education EMILY Z. HUEBNER
Director of Communications Policy and Design SYLVAN A. SOBEL

The Federal Judicial Center is the judicial branch's agency for policy research and continuing education.

The Federal Judicial Center was created by act of December 20, 1967 (28 U.S.C. 620), to further the development and adoption of improved judicial